

Qty Purchase Agreement QPA Number		Page
0000000000000000000010516A		1 of 2
Requisition Nbr.:	RFP8-26	
Effective Date:	03/31/2008	
Expiration Date:	03/30/2011	
Agency Number:		
Facility:	ASA - STAPLES CONTRACT	
Vendor ID:	0000237950	
Vendor Telephone Nbr:		
Name Of Contact Pers:		
FAX Number:		

Name and Address of Vendor: STAPLES CONTRACT AND COMMERCIAL
PO BOX 83689
CHICAGO IL 60696-3689

In accordance with your bid, submitted in response to the above referenced solicitation, the Vendor agrees that the Indiana Department of Administration, Procurement Division, has the option to purchase the items listed below under the terms of this agreement.

The Vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration of the QPA but issued prior to the expiration date. The quantity listed herein is an estimate of the requirements. The state may order substantially more or substantially less pursuant to the terms of this agreement.

Orders are to be delivered only upon receipt of properly approved Quantity Purchase Award Release.

Line Number	Quantity	UNIT	Article and Description	Unit Price
-------------	----------	------	-------------------------	------------

QPA# 10516A
Commodities: Office Supplies, Toner and Paper
Contractor: Staples Business Advantage (SBA)
IDOA Contract Manager: Mike DuValle
Information on the web: <http://www.in.gov/idoa/4623.htm>

This is an award of a 2-year Quantity Purchase Agreement for Office Supplies, Toner and Paper for All State Agencies. QPA can be mutually renewed yearly for two additional years. Quantities are estimates and could be more or less and could be shipped to any State Agency within the State of Indiana.

SBA will provide an on-line catalog through PeopleSoft known as the Punch Out site. Therefore, you **MUST** enter all purchases (regardless of the dollar amount) in PeopleSoft, in the purchasing module.

SBA has built a State of Indiana website that contains market basket items determined to be the most frequently purchased items for the State of Indiana. These items will automatically populate by category as you enter the vendor ordering website. The following items are not a part of this contract either on the market or non-market basket items. This is not an all inclusive list but a sample of such items that are not available.

- Remanufactured Toner Cartridges (Cartridge King)
- Office Furniture
- Office Equipment

The Department of Administration Procurement Staff will be meeting with SBA regularly to discuss issues, concerns and overall activity related to this Contract. It is critical that agencies report any issues or concerns they experience to Michael DuValle at mduvalle@idoa.in.gov. Issues must be reported as soon as they arise to ensure an expedient investigation and resolution.

SBA has agreed to extend the pricing terms of this contract to non-governmental entities (universities, cities, towns, counties, municipalities, quasi-agencies, elected officials, etc). To establish an account with SBA with these pricing terms, please contact SBA directly (contact information can be found on the QPA page). You may need to provide proof that you represent a non-governmental entity and will to reference the QPA number.

Orders that are placed with non-market basket items will be submitted for approval by IDOA. Your order will automatically route for approval. You must have a justification in your e-proc requisition that contains the following information. Failure to include answers to these could result in immediate denial of the requisition:

1. Identify what line item(s) are NON-market basket
2. Detail why this specific product is needed?
3. What research was done to determine that this product(s) is not available or similar to a product through the market basket items?
4. If there is a similar product(s) in the market basket, please detail what sets the product(s) aside from the market basket item(s)? Are they similar? (What does this product offer that other products don't?) Provide specifications where possible.

There will NOT be an excessive weight charge and all orders are FOB Destination with no shipping charges for all office supplies included in this Contract.

SBA will use reasonable best efforts to provide that orders placed will be desk top delivery the next day. All orders received after 5 pm local time shall be considered received by Contractor on the next business day.

Qty Purchase Agreement QPA Number		Page
0000000000000000000010516A		2 of 2
Requisition Nbr.:	RFP8-26	
Effective Date:	03/31/2008	
Expiration Date:	03/30/2011	
Agency Number:		
Facility:	ASA - STAPLES CONTRACT	
Vendor ID:	0000237950	
Vendor Telephone Nbr:		
Name Of Contact Pers:		
FAX Number:		

Name and Address of Vendor: STAPLES CONTRACT AND COMMERCIAL
PO BOX 83689
CHICAGO IL 60696-3689

In accordance with your bid, submitted in response to the above referenced solicitation, the Vendor agrees that the Indiana Department of Administration, Procurement Division, has the option to purchase the items listed below under the terms of this agreement.

The Vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration of the QPA but issued prior to the expiration date. The quantity listed herein is an estimate of the requirements. The state may order substantially more or substantially less pursuant to the terms of this agreement.

Orders are to be delivered only upon receipt of properly approved Quantity Purchase Award Release.

Line Number	Quantity	UNIT	Article and Description	Unit Price
-------------	----------	------	-------------------------	------------

Orders will be dispatched to the vendor electronically from PeopleSoft at 5:00PM. Please make sure your PO is in approved status with a valid budget check. You will know your order has been successfully transmitted when the status of the PO says, "Dispatched."

Backorders are not to be billed until shipped and these orders will stay in the system until authorized agency personnel cancel such order.

It is imperative that State Agencies MAKE PAYMENT WITHIN THE 35 DAYS

If the M/WBE participation level will exceed or fail to meet the goals outlined in the contractor's proposal, you must notify the M/WBE office immediately at MWBE@idoa.in.gov. In the event that the contractor fails to report changes in participation attainment demonstrate a good faith effort to reach the participation goals, pay the MBE and WBE in a timely manner or satisfactorily resolve any outstanding claims, the department may elect to withhold a disputed amount from the payments due to the contractor.

The following UN/CEFACT Unit of Measure Common Codes are used in this document:

Signature of Purchasing Officer	Typed Name	Signature Of Approval Office Of the State Attorney General	
	Date Signed	Typed Name	Date Signed
Authorized Signature	Indiana Department Of Administration Procurement Division 402 West Washington Street, Rm W468 Indianapolis, Indiana 46204 Telephone: (317) 232-3150		